



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Financial Analyst IV
Posting Number	PN# 103182
Department	Houston Airport System
Division	Finance
Section	NA
Reporting Location	16930 John F. Kennedy Blvd. *
Workdays & Hours	Varied, normally M – F *
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Coordinates and directs the development, implementation and monitoring of various financial activities, policies and procedures to effectively manage budgets, programs and systems. Prepares documents supporting revenue forecasts/projections with enough detail to guide variance explanation. Performs variance analysis on revenues and expenditures. Performs complex data analysis. Prepares and submits financial reports internally and externally. May act as lead technical expert in dealing with highly technical and complex financial projections, reconciliation, projects, and systems. Supervise the gathering of data and production of monthly, annual, and periodic financial reports critical to the Houston Airport System. Reviews and initiates payments for major inter-fund services, maintaining documentation to satisfy funding requirements. Reviews, analyzes and recommends enhancements to financial programs and systems. Performs special projects as requested and prepares various internal and external reports/correspondences.

WORKING CONDITIONS

Performing these duties will involve: the ability to visually observe colors and differentiate details; attending to details amid distractions; analyzing abstract information; solving arithmetic and numerical problems; speaking and writing effectively; projecting and choosing a course of action; applying specialized information; adjusting to critical and demanding work; be able to lift up to twenty (20) pounds; adjusting to interruptions and changes; working with a minimum supervision; taking charge when needed; driving city vehicles; and dealing with people in tense situations. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Finance, Accounting, Business Administration or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of professional experience in finance, economics, budget analysis or a closely related field are required. A Master's degree in Finance, Business Administration, Accounting, or closely related field may be substituted for two (2) years of the above experience requirement.

MINIMUM LICENSE REQUIREMENTS

Valid Class C, Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Strong computer skills working in networked Windows environment with good working knowledge of spreadsheet, database, and presentation applications. Ability to interact professionally with all levels within HAS, other city departments, and the public. Individual should be a self-starter and have demonstrated customer service skills. Ability to effectively teach others to extract and analyze information from departmental systems applications.

SELECTION/SKILLS TEST REQUIRED Application review and/or interview.

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 25	
\$1,791.00 - \$2,080.00 Biweekly	\$46,566.00 - \$54,080.00 Annually

OPENING DATE FEBRUARY 23, 2005

CLOSING DATE OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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